

Unit 3 Temp Faculty & Unit 11 Background Check Guidelines

Who is subject to a background check?

Background checks are required for all appointees new to campus considered for hire in the following categories:

- Unit 3 temporary employees (faculty, librarians, coaches, SSP-AR)
- Unit 11 employees (TA/GA/ISA) in sensitive positions only (Sensitive positions are those which require regular or frequent contact with minors, regular or frequent physical contact with other individuals, or access to confidential information.)

In addition, background checks are required for any current or former employee being considered for rehire into any of the above categories after a break in service exceeding 12 months and who has not had a background check on this campus within the past 12 months, with the exception of temporary faculty in a 3-year appointment.

What does the background check include?

Typically, the background check will include verification of prior employment, verification of education/degree, and a criminal records check. The verification is conducted by an off-campus third party vendor, Accurate Background.

What is the process for requesting a background check?

The first step for any new employee is for the responsible party in the department or college to request an Empl ID for that new hire. Once the Empl ID has been created, all the campus systems need to update overnight.

As soon as that update has occurred, the background check request is submitted online per the following procedure:

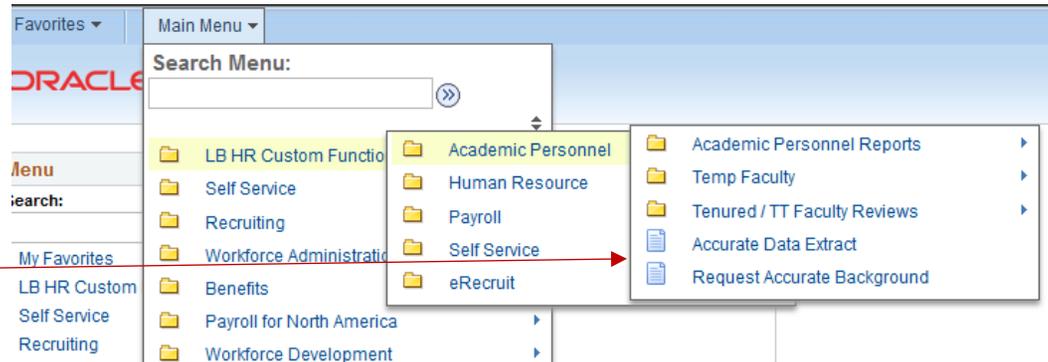
Log in via the single sign-on portal and click the HR & Student Admin button.

[California State Univ. Long Beach - Sign In](#)



HR & Student Admin

Navigate from the Main Menu to LB HR Custom Functionality to Academic Personnel to "Request Accurate Background"



Navigate to the "Add a New Value" tab and enter the Empl ID of the new temporary faculty member or new grad student who requires a background check



Do not change the "Effective Date"

Request Accurate Background

*Empl ID	<input type="text" value="000000420"/>	First Name	D [REDACTED]	Last Name	H [REDACTED]
*Request Date	<input type="text" value="07/06/2016"/>				
*Term	<input type="text"/>				
*Email Address	<input type="text"/>				
*Department	<input type="text"/>				
*College	<input type="text"/>				
*Speed Chart	<input type="text"/>				
Position Number	<input type="text"/>				

Submit

Return to Search

The name of the new employee will automatically populate based on the Empl ID.

'Term' is the starting term of the faculty member's employment.

'Email Address' refers to a private email address used by the temp faculty member. The @csulb.edu email address will not necessarily function at the time of the request.

A speed chart code must be provided at the time of the request. If you are uncertain which code to use, please verify with your ASM prior to submitting.

That's it! The data submitted will be collected and sent by Faculty Affairs to our background check vendor ("Accurate Background, Inc.") in batches.

At the time the data is submitted to the background check vendor, the new hire will receive an email from CSULB indicating that their information has been submitted for a background check. The vendor will email the new hire requesting additional information within a couple of days. The new employee MUST check their spam folder or disable their email filters temporarily to allow @csulb.edu and @accuratebackground.com emails through. The link to provide the required additional information will only remain active for ten (10) days.

What happens next?

No news is good news! Most background checks require no further action or communication. If a background check returns results which bar an individual from employment, Faculty Affairs will notify the Dean and Department Chair and take appropriate action.